



USMC PARACHUTE PROGRAM SAFETY Checklist

UPDATED April 2015

Legend: C = No Action Required R = Corrective Action Required
NA = Not Applicable to Unit UA = Unable to survey
PF = Feedback comments

SAFETY REVIEW ITEMS - Administration

1. (ADM001) Does the unit have a current parachute program Standard Operating Procedure (SOP)?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

2. (ADM002a) Is the Parachute Safety Officer billet assigned in writing?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

3. (ADM002b) Is the Jumpmasters billet assigned in writing?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

4. (ADM002d) Is the Malfunction Officer billets assigned in writing?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

5. (ADM002e) Is the Joint Airdrop Inspector billets assigned in writing?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

6. (ADM002f) Is the Pack-In-Progress Inspector billets assigned in writing?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

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7. (ADM002g) Is the Pathfinder billets assigned in writing?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

8. (ADM002I) Is the Paraloft Chief billet assigned in writing?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

9. (ADM003) Does the unit maintain qualification/currency verification
checklists for each key billet that have been assigned in writing?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

10. (ADM004a) Is the Training NCO assigned in writing by the Paraloft
Chief / Parachute Safety Officer?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

11. (ADM004b) Is the Operations NCO assigned in writing by the Paraloft
Chief / Parachute Safety Officer?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

12. (ADM004c) Is the Light Pack Section NCO assigned in writing by the
Paraloft Chief / Parachute Safety Officer?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

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13. (ADM004d) Is the Maintenance Section NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

14. (ADM004e) Is the Rigging Section NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

15. (ADM004f) Is the Publication/Modification Work Order NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

16. (ADM004g) Is the Tool Control NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

17. (ADM004h) Is the Parachute Room NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

18. (ADM004i) Is the Calibrations NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?
Reference: MCO 3120.11 Series.

C R NA UA PF
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19. (ADM004j) Is the Oxygen NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

20. (ADM004k) Is the Facilities/Safety NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

21. (ADM004l) Is the Supply NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

22. (ADM004m) Is the Embark NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

23. (ADM004o) Is the Maintenance Management NCO assigned in writing by the Paraloft Chief / Parachute Safety Officer?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

24. (ADM005) Are manifests maintained for historical references and pay verification for 3 years?

Reference: SECNAV M-5210.1 , Pg III-7-1 & Pg III-7-2.

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25. (ADM006) Is Risk Management (RM) being completed prior to each parachute operations and documented?
References: MCO 3500.27 Series, MCO 3120.11 Series, SECNAV M-5210.1, SSIC 3500.1.

C R NA UA PF
☐ Repeat
☐ Significant

26. (ADM007) Are copies of LOIs/Op Orders, ORM and After-Action reports maintained on file for three years as historical records and lessons learned?
References: MCO 3120.11 Series, MCO 3500.27 Series, SECNAV M-5210.1, SSIC 3500.1, MCO 3504.1.

C R NA UA PF
☐ Repeat
☐ Significant

27. (ADM008) Does the paraloft maintain a signature sheet for the verification of signatures within the DA Form 3912 Parachute Log Record Book?

C R NA UA PF
☐ Repeat
☐ Significant

28. (ADM009) Are desk-top/turnover folders maintained for all assigned paraloft billets/collateral duty areas within the paraloft?
Reference: MCO P4790.2 Series, Section 1005.

C R NA UA PF
☐ Repeat
☐ Significant

29. (ADM010) Is the Commanding Officer's Monthly Pay Letter being submitted through the chain of command to the appropriate supporting administrative section or IPAC?
Reference: MCO 3120.11 Series.

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30. (ADM011) Are all parachutists assigned in writing with Parachute Duty Orders to serve as a source document for reporting of jump pay into MCTFS?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

31. (ADM012) Does the Paraloft automate as many functions as possible and have these systems been backed up?

C R NA UA PF

☐ Repeat

☐ Significant

32. (ADM013) Does the paraloft maintain an effective filing/record system for the past 3 years?

References: MCO 3120.11 Series, SECNAV M-5210.1.

C R NA UA PF

☐ Repeat

☐ Significant

33. (ADM014) Does the command ensure submission of mishaps resulting in death or involving hospitalization of three or more personnel to the Naval Safety Center within eight hours?

Reference: MCO P5102.1.

C R NA UA PF

☐ Repeat

☐ Significant

34. (ADM015) Does the command ensure submission of parachute malfunctions/incidents are reported to the Naval Safety Center via the Web Enabled Safety System (WESS) within 30 days following the occurrence?

Reference: MCO P5102.1.

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35. (ADM016) Does the command keep mishap and malfunction reports on record for five years?

References: MCO P5102.1, MCO 5100.29.

C R NA UA PF

☐ Repeat

☐ Significant

36. (ADM017) Is the paraloft providing mishap information to the units Safety Officer for the appropriate submission of Mishap Reports IAW MCO P5102.1?

References: MCO P5102.1, MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

37. (ADM018) Is the command fully integrated with and using the Dive Jump Reporting System (DJRS) to document all parachute operations conducted?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

38. (ADM019) Does the paraloft have a published training schedule outlining Marine Corps, ITS and Maintenance training?

Reference: MCO 1553.3 Series , Pg 7.

C R NA UA PF

☐ Repeat

☐ Significant

39. (ADM020) Does the T/O meet the needs of the assigned mission capability and equipment maintenance?

C R NA UA PF

☐ Repeat

☐ Significant

40. (ADM021) Are parachute related messages being maintained for historical records and reference?

C R NA UA PF

☐ Repeat

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41. (ADM022) Does the paraloft have a verification process for the completion of action items from parachute related-messages?

C R NA UA PF
☐ Repeat
☐ Significant

42. (ADM023) Are Malfunction Officers receiving annual training?
Reference: MCO 13480.1.

C R NA UA PF
☐ Repeat
☐ Significant

43. (ADM025) Does the units provide (2) parachute riggers to elements of that unit that are deployed for more than (30) days?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

44. (ADM026) Are Parachute Safety Officers being assigned for elements of the unit that are deployed for more than 30 days?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

45. (ADM027) Does the paraloft maintain a Pack-in-Process Inspector (PIP) checklist to be initialed at each point of inspection by the PIPI for jumpers packing their own main parachutes for MFF or MMPS S/L parachute operations?

C R NA UA PF
☐ Repeat
☐ Significant

46. (ADM028) Does the Drop Zones (DZ) used by the unit have current DZ Surveys?
Reference: AFI 13-217.

C R NA UA PF
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47. (ADM030) Are waivers being submitted and approved for all E-3/LCpl being identified as qualified to perform the duties of the pack-in-Process Inspector?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

48. (ADM031) Does the unit maintain requests and authorization letters for operations conducted with foreign services using Foreign Service parachute equipment by the first O-5 in the chain of command?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

49. (ADM032) Does the unit maintain requests and approval for participation of Non-Marine Corps Personnel in Marine Corps Parachute Operations by the first O-5 in the chain of command?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

50. (ADM033) In order to validate the use of foreign services equipment has there been a detailed ORM completed and submitted with the request?

Reference: MCO 3120.11 Series.

C R NA UA PF

☐ Repeat

☐ Significant

51. (ADM034) Does the unit's medical department maintain a document used to track and verify medical standards for parachutist that is accessible to the PSO and Jumpmaster personnel?

Reference: NAVMED P-117 , Chapter 15.

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52. (ADM035) Are jump physical, HAPS and swim qual status check before each jump operation/training event? Is there a unit procedure for this in the SOP? Is this verification procedure available to Parachute Safety Officer, all Jumpmasters and training coordinators (S-3)?

C R NA UA PF
☐ Repeat
☐ Significant

53. (ADM036) Are copies of permissive jump orders maintained on file for all personnel participating in parachute operations that are not assigned to this unit?
References: MCO 3120.11 Series, SECNAV M-5210.1 , SSIC 1320.1.

C R NA UA PF
☐ Repeat
☐ Significant

54. (ADM037) Do all identified jumpers within the command maintain the minimum swim qualification of WSI? Does the S-3 publish a list of parachutist that meet the swim qualification standards, accessible to the PSO and/or Jumpmasters, for verification purposes?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

55. (ADM039) Are the jumpmasters collecting individual jump logs after each jump and making the appropriate entries at the completion of the parachute operation both in the individual Logbook and the ITR (DA Form 1307)?

C R NA UA PF
☐ Repeat
☐ Significant

56. (ADM040) Is a current and qualified Jumpmaster giving parachutist, that have a lapse of more than 6 months between jumps, jump refresher training?

References: MCO 3120.11 Series, MCWP 3-15.7.

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57. (ADM041) Are copies of completed refresher training certification letters/or class rosters being maintained?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

58. (ADM042) Does the unit have or utilize qualified medical personnel in order to support parachute operations?
Reference: MCO 3120.11 Series.

C R NA UA PF
☐ Repeat
☐ Significant

SAFETY REVIEW ITEMS - Airdrop Equipment

59. (AEQ001) Is the paralofts T/E adequate for the assigned mission of cargo airdrop?

C R NA UA PF
☐ Repeat
☐ Significant

60. (AEQ002) Is the airdrop equipment being maintained in a clean and dry environment?

C R NA UA PF
☐ Repeat
☐ Significant

61. (AEQ003) Have MWO/MI been completed on all identified airdrop equipment?

C R NA UA PF
☐ Repeat
☐ Significant

62. (AEQ004) Is there a MWO/MI control log verifying that the equipment is in compliance and maintained for the record?

C R NA UA PF
☐ Repeat
☐ Significant

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SAFETY REVIEW ITEMS - Embark

63. (EMB002) Does the paraloft maintain an embark plan that includes and Equipment Density List (EDL), list of assigned embark containers with location, and pack-out plan for typical deployments or training exercises?

Reference: MCRP 4-11.3 Series.

C R NA UA PF

☐ Repeat

☐ Significant

64. (EMB003) Are the assigned embark boxes marked for embark?

C R NA UA PF

☐ Repeat

☐ Significant

65. (EMB004) Does the assigned Embark NCO have access to MDSS-II or have a Unit Deployment List (UDL) that contains level VI (dimensional data) for all unit end items?

Reference: MCRP 4-11.3 Series.

C R NA UA PF

☐ Repeat

☐ Significant

66. (EMB005) Does the paraloft maintain procedures and a plan for the embark of hazardous materials?

C R NA UA PF

☐ Repeat

☐ Significant

SAFETY REVIEW ITEMS - Explosives

67. (EXP001) Has an Arms, Ammunition and Explosives custodian program been created IAW MCO 5530.14 ?

Reference: MCO 5530.14 Series.

C R NA UA PF

☐ Repeat

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68. (EXP002) Has the current facility been approved for explosives storage by governing MC Base?

C R NA UA PF
☐ Repeat
☐ Significant

69. (EXP003) Are monthly inventories being conducted for proper records and accountability of the M21 Actuators between the paraloft and the S-4 Ammo Technician?

C R NA UA PF
☐ Repeat
☐ Significant

70. (EXP004) Are expended M21 Actuators disposed of in an approved and appropriate manner through DRMO?

C R NA UA PF
☐ Repeat
☐ Significant

71. (EXP005) Are expenditure reports being submitted following each airdrop operations where M21 Actuators were expended to the S-4 Ammo Technician?

C R NA UA PF
☐ Repeat
☐ Significant

72. (EXP006) Does the paraloft maintain an embark plan that specifically addresses the embark of M21 actuators?

C R NA UA PF
☐ Repeat
☐ Significant

73. (EXP007) Does the unit receive an adequate number of M21 Actuators annually for training and wartime deployment?

C R NA UA PF
☐ Repeat
☐ Significant

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74. (EXP008) Does the paraloft maintain a record of the Lot Number and Serial Numbers of the M21 Actuators that are on G-11 Cargo Parachutes that have been designated and packed for contingency?

C R NA UA PF
☐ Repeat
☐ Significant

75. (EXP009) Are Marines assigned to the Air Delivery Platoon receiving explosives handling and awareness training as it applies to the M21 Actuator annually?

C R NA UA PF
☐ Repeat
☐ Significant

76. (EXP010) Has the local fire department been provided an building floor plan outlining the storage of the M21 Actuators for emergency response purposes?

C R NA UA PF
☐ Repeat
☐ Significant

SAFETY REVIEW ITEMS - Facilities

77. (FAC001) Is the facility adequate for the storage and maintenance of parachutes and airdrop equipment?

C R NA UA PF
☐ Repeat
☐ Significant

78. (FAC002) Does the facility have adequate security for the storage of life-support equipment?
References: MCO 3120.11 Series, MCO 5530.14 Series.

C R NA UA PF
☐ Repeat
☐ Significant

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79. (FAC003) Does the facility have temperature and humidity monitors for parachute storage, packing and maintenance areas?
Reference: MCO 3120.11.

C R NA UA PF
☐ Repeat
☐ Significant

80. (FAC004) Does the facility meet the requirements for climate control? If not repack cycle must be change from 365 days to 182 days for MMPS and T11R?

C R NA UA PF
☐ Repeat
☐ Significant

81. (FAC005) Does the facility meet the requirements for climate control that allow cargo parachute systems to be packed for contingency?

C R NA UA PF
☐ Repeat
☐ Significant

82. (FAC006) Does the facility have adequate lighting for the tasks being performed?

C R NA UA PF
☐ Repeat
☐ Significant

83. (FAC007) Does the facility have the proper number of washtubs for the cleaning and rinsing of parachutes and airdrop equipment?

C R NA UA PF
☐ Repeat
☐ Significant

84. (FAC008) Does the facility have an adequate drying facility for parachutes and airdrop equipment?

C R NA UA PF
☐ Repeat
☐ Significant

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85. (FAC009) Is there adequate and approved storage area(s) for hazardous materials?

C R NA UA PF
☐ Repeat
☐ Significant

86. (FAC010) Are Material Safety Data Sheets (MSDSs) available for all identified hazardous materials used and or stored within the paraloft?

C R NA UA PF
☐ Repeat
☐ Significant

87. (FAC011) Does the paraloft have a work request control log or record for tracking of building maintenance and historical purposes?

C R NA UA PF
☐ Repeat
☐ Significant

88. (FAC012) Does the paraloft maintain a fire egress plan?

C R NA UA PF
☐ Repeat
☐ Significant

89. (FAC013) Have Marines assigned to the Paraloft been briefed and training on fire egress from the paraloft?

C R NA UA PF
☐ Repeat
☐ Significant

SAFETY REVIEW ITEMS - Individual Training Records

90. (ITR001) Does the unit maintain Individual Training Records (ITR) for each Marine assigned to the paraloft?

C R NA UA PF
☐ Repeat
☐ Significant

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91. (ITR002) Do the Individual Training Records (ITR) maintain a DA Form 1307 Jump Log for tracking the number of jumps each Marine has?

C R NA UA PF
☐ Repeat
☐ Significant

92. (ITR003) Are copies of assignment letters maintained in the Marines' Individual Training Records (ITR)?

C R NA UA PF
☐ Repeat
☐ Significant

93. (ITR004) Do the Individual Training Records (ITR) have a parachute pack log in order to verify minimum number and types of parachutes packed in order to validate the assignment of Pack-in-Process Inspectors?

C R NA UA PF
☐ Repeat
☐ Significant

94. (ITR005) Are copies of qualification/currency verification checklists for each key billet maintain in the Marines' Individual Training Records (ITR)?

C R NA UA PF
☐ Repeat
☐ Significant

95. (ITR006) Are occasional and monthly counseling's being maintained in the Individual Training Records (ITR)?

C R NA UA PF
☐ Repeat
☐ Significant

96. (ITR007) Are Individual Training Standards (ITS) being recorded and tracked in the Individual Training Records (ITR)?

C R NA UA PF
☐ Repeat
☐ Significant

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97. (ITR008) Are copies of school completion certificates, awards and promotions being maintained in the Individual Training Records (ITR)?

C R NA UA PF
☐ Repeat
☐ Significant

98. (ITR009) Do the Individual Training Records (ITR) have a general information page for family, uniform, home, home of record etc... information for ease of reference by Platoon Commander, Platoon Sergeant, and Section NCO?

C R NA UA PF
☐ Repeat
☐ Significant

99. (ITR010) Are copies of the parachute duty orders, assigning Marines to a T/O Line Number associated with parachute incentive pay, maintained in the Individual Training Records (ITR)?
Reference: MCO 3120.11.

C R NA UA PF
☐ Repeat
☐ Significant

SAFETY REVIEW ITEMS - Maintenance

100. (MNT001) When a parachute system is inducted into maintenance is the required maintenance functions/paperwork being initiated for proper maintenance management?

C R NA UA PF
☐ Repeat
☐ Significant

101. (MNT002) Is maintenance being conducted IAW the appropriate TM?

C R NA UA PF
☐ Repeat
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102. (MNT003) Are Quality Assurance Inspections being completed following the completion of maintenance?

C R NA UA PF
☐ Repeat
☐ Significant

103. (MNT004) Is there an established Preventive Maintenance Checks and Services (PMCS) schedule for the sewing machines within Global Combat Support System-Marine Corps (GCSS-MC)?

C R NA UA PF
☐ Repeat
☐ Significant

104. (MNT005) Have the sewing machines received the appropriate PM IAW the established schedule?

C R NA UA PF
☐ Repeat
☐ Significant

105. (MNT006) Are sewing machines that are requiring maintenance being inducted into the maintenance program?

C R NA UA PF
☐ Repeat
☐ Significant

106. (MNT007) Have wrist altimeters and altimeter test chambers been calibrated?

C R NA UA PF
☐ Repeat
☐ Significant

SAFETY REVIEW ITEMS - Oxygen Equipment

107. (OXY001) Does the paraloft have qualified Oxygen Technicians on hand to maintain the assigned oxygen equipment?

Reference: TM 11093A/11118A-OI.

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108. (OXY002) Is the oxygen equipment being maintained in an Oxygen-Safe room?

Reference: TM 11093A/11118A-OI.

C R NA UA PF

☐ Repeat

☐ Significant

109. (OXY003) Is maintenance being conducted in an Oxygen-Safe room?

Reference: TM 11093A/11118A-OI.

C R NA UA PF

☐ Repeat

☐ Significant

110. (OXY004) Are masks, bailout bottles and oxygen consoles receiving the required 365 day inspections?

Reference: TM 11093A/11118A-OI.

C R NA UA PF

☐ Repeat

☐ Significant

111. (OXY005) Are bailout bottles and oxygen consoles receiving the required 5 year hydrostatic testing and inspection?

C R NA UA PF

☐ Repeat

☐ Significant

112. (OXY006) Are hydrostatic test being completed by a certified and qualified agency for aviation oxygen equipment?

Reference: TM 11093A/11118A-OI.

C R NA UA PF

☐ Repeat

☐ Significant

113. (OXY007) Are pre-flight and post jump inspection checklist being completed and placed on file?

Reference: TM 11093A/11118A-OI.

C R NA UA PF

☐ Repeat

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114. (OXY008) Are O2 technicians trained in emergency shutdown procedures?
Reference: TM 11093A/11118A-OI.

C R NA UA PF
☐ Repeat
☐ Significant

115. (OXY009) Does the unit maintain an adequate quantity of oxygen equipment in order to safely complete high altitude parachute operations?

C R NA UA PF
☐ Repeat
☐ Significant

116. (OXY010) When maintenance is required on oxygen equipment are the required maintenance management processes being initiated and completed?

C R NA UA PF
☐ Repeat
☐ Significant

117. (OXY011) Are oxygen and nitrogen storage containers securely fixed in place to prevent falling containers?
Reference: TM 11093A/11118A-OI.

C R NA UA PF
☐ Repeat
☐ Significant

118. (OXY012) Does oxygen equipment that is in a lay-up status (730 days) meet the criteria contained in the technical manual?
Reference: TM 11093A/11118A-OI.

C R NA UA PF
☐ Repeat
☐ Significant

119. (OXY013) Does the oxygen safe area meet the minimum requirements listed in the technical manual?
Reference: TM 11093A/11118A-OI.

C R NA UA PF
☐ Repeat
☐ Significant

SAFETY REVIEW ITEMS - Parachute Equipment

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120. (PEQ001) Are Record Jackets and Log Record Books being maintained for each type of parachute assigned to the unit?

C R NA UA PF
☐ Repeat
☐ Significant

121. (PEQ002) Are parachutes marked with the Placed In Service (PIS) Date in the appropriate locations?

C R NA UA PF
☐ Repeat
☐ Significant

122. (PEQ003) Are parachutes being marked with MIL-I-6903 parachute ink or Sharpie marker on nylon?

C R NA UA PF
☐ Repeat
☐ Significant

123. (PEQ004) Are the parachute systems being maintained in a clean and dry facility?

C R NA UA PF
☐ Repeat
☐ Significant

124. (PEQ005) Are parachute systems being packed IAW the appropriate TM?

C R NA UA PF
☐ Repeat
☐ Significant

125. (PEQ006) Have modification work orders (MWOs) or modification instructions (MIs) for parachute systems been completed and recorded in the record jacket, log record book, and MWO control log/Global Combat Support Systems-Marine Corps (GCSS-MC)?

C R NA UA PF
☐ Repeat
☐ Significant

Legend: C = No Action Required R = Corrective Action Required
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PF = Feedback comments

-
126. (PEQ007) Are parachutes that require maintenance being maintained separately from ready for issue parachute systems?
Reference: MCO 3120.11.

C R NA UA PF
☐ Repeat
☐ Significant

127. (PEQ008) Are parachute systems cleaned and dried following the approved methods?

C R NA UA PF
☐ Repeat
☐ Significant

128. (PEQ009) Are personnel parachute systems being maintained in a secure location?

C R NA UA PF
☐ Repeat
☐ Significant

129. (PEQ010) Does the unit only use authorized flotation devices, when required, during parachute operations?

C R NA UA PF
☐ Repeat
☐ Significant

130. (PEQ011) Does the unit have a maintenance program established for flotation devices?

C R NA UA PF
☐ Repeat
☐ Significant

SAFETY REVIEW ITEMS - Publications

131. (PUB001) Are publications readily available for parachute riggers to use?

C R NA UA PF
☐ Repeat
☐ Significant

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132. (PUB002) Are changes made to existing publications and the record of change updated with the appropriate information?

C R NA UA PF
☐ Repeat
☐ Significant

133. (PUB003) Is the paraloft maintaining and updating section library information within Publication Library Management System (PLMS)?

C R NA UA PF
☐ Repeat
☐ Significant

134. (PUB004) Are the publications reconciled and updated on a quarterly basis with the Maintenance Management Office (MMO) or administration section?

Reference: MCO 5600.31 Series.

C R NA UA PF
☐ Repeat
☐ Significant

135. (PUB005) Does the unit administrative office have a current list of publications used by the paraloft for the assignment of Individual Activity Codes (IACs)?

C R NA UA PF
☐ Repeat
☐ Significant

136. (PUB006) Are instructions for the use of NAVMC 10772 Forms and it's submission (LOGCOM SharePoint) maintained in the desktop/turnover binder? Are unit publication users aware of the intended use of NAVMC 10772?

C R NA UA PF
☐ Repeat
☐ Significant

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137. (PUB007) Are copies of the submitted NAVMC 10772 Forms maintained on hand for follow-up and historical records?

C R NA UA PF
☐ Repeat
☐ Significant

138. (PUB008) Does the desktop/turnover have a written plan for the deployment of reference material and publications?

C R NA UA PF
☐ Repeat
☐ Significant

139. (PUB009) Is the paraloft using the internet (official DoD publication websites) to update and verify publications currency and accuracy?

C R NA UA PF
☐ Repeat
☐ Significant

140. (PUB010) Does the paraloft have an effective publication control program?

C R NA UA PF
☐ Repeat
☐ Significant

SAFETY REVIEW ITEMS - Stock List-3 (SL-3) Kits

141. (SL3001) Does the unit have current copies of the SL-3 for Drop Zone Kits?

C R NA UA PF
☐ Repeat
☐ Significant

142. (SL3002) Does the unit have current copies of the SL-3 for Aircraft Kits?

C R NA UA PF
☐ Repeat
☐ Significant

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143. (SL3003) Does the paraloft have current copies of the Expendable Supply Kit?

C R NA UA PF
☐ Repeat
☐ Significant

144. (SL3004) Does the unit have current copies of the applicable Parachute Loft Tool Kit Set A, B or C?

C R NA UA PF
☐ Repeat
☐ Significant

145. (SL3005) Does each kit have a record jacket?

C R NA UA PF
☐ Repeat
☐ Significant

146. (SL3006) Are monthly inventories being recorded on the appropriate SL-3 Inventory sheet?

C R NA UA PF
☐ Repeat
☐ Significant

147. (SL3007) Are all As Required (AR) items authorized in writing by the Commanding Officer?

C R NA UA PF
☐ Repeat
☐ Significant

148. (SL3008) Have identified short falls been placed on order?

C R NA UA PF
☐ Repeat
☐ Significant

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149. (SL3009) Is weekly reconciliation with supply being completed in order to replace the items identified as a shortfall on the SL-3 Inventory sheet?

C R NA UA PF
☐ Repeat
☐ Significant

150. (SL3010) Does the unit maintain a record of recommended changes to the SL-3's?

C R NA UA PF
☐ Repeat
☐ Significant

151. (SL3011) Are tools that are part of the SL-3 Kits incorporated into the tool control program?

C R NA UA PF
☐ Repeat
☐ Significant

152. (SL3012) Do the kits have a checklist readily available for pre and post operational checks?

C R NA UA PF
☐ Repeat
☐ Significant

153. (SL3013) Does the unit maintain a preflight comparison/operational checklist for the anemometers within the Drop Zone Kits?
Reference: MCWP 3-15.7.

C R NA UA PF
☐ Repeat
☐ Significant

154. (SL3014) Are SL-3 maintained in a clean and dry environment?

C R NA UA PF
☐ Repeat
☐ Significant

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155. (SL3015) Are the SL-3 Kits clean and ready for use at all times?

C R NA UA PF
☐ Repeat
☐ Significant

SAFETY REVIEW ITEMS - Tool Control Program

156. (TCP001) Is there a tool control NCO assigned within the Paraloft?

C R NA UA PF
☐ Repeat
☐ Significant

157. (TCP002) Is there a tool control program established?
Reference: MCO 3120.11.

C R NA UA PF
☐ Repeat
☐ Significant

158. (TCP003) Are tools that are assigned to other areas within the
paraloft part of the tool control plan?

C R NA UA PF
☐ Repeat
☐ Significant

159. (TCP004) Do the tools that are used directly in the packing of
parachute system have the required flags attached?
Reference: MCO 3120.11.

C R NA UA PF
☐ Repeat
☐ Significant

160. (TCP005) Is tool replacement done in a timely manner?

C R NA UA PF
☐ Repeat
☐ Significant

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161. (TCP006) Are parachute packing tools counted after use?

C R NA UA PF
☐ Repeat
☐ Significant
